

Lowestoft Town Council

Meeting of the Assets, Inclusion and Development Committee

Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ
15:30 on 23 July 2018

MINUTES

Present: Cllrs Sue Barnard (arrived 17:26), Neil Coleby (Chair), Ian Graham, Keith Patience (left 17:22), John Pitts and Alice Taylor

In Attendance: Shona Bendix (Clerk) (arrived 16:04), Mark Speller (Facilities and Contracts Manager) and Lauren Elliott (Committee Clerk)

Public: One member of the public was present (arrived 15:39)

Also in attendance: Genevieve Christie (Director – Flipside)

382. Welcome

The fire evacuation procedure and public right to report were explained and the meeting was welcomed.

383. To receive and consider acceptance of apologies for absence

Apologies were received and accepted from Cllrs Barron, Ford and Houghton. Proposed by Cllr Graham; seconded by Cllr Taylor; all in favour.

384. Declarations of Interests and dispensations

There were none.

385. To consider the accuracy of the Minutes:

9 July 2018 – accepted as accurate. Proposed by Cllr Taylor; seconded by Cllr Graham; all in favour.

386. Presentation from Genevieve Christie regarding the First Light Festival

Genevieve Christie provided more information on Flipside and the First Light Festival; explaining that it is a celebration of Lowestoft as the most easterly town in the country.

The Facilities and Contracts Manager left the room 15:38

The event will be a 24 hour arts festival of music, film and dance and aims to create a new tradition for the town and inspire other events nationally.

The Facilities and Contracts Manager returned 15:39

A member of the public arrived 15:39

It will provide opportunities for local traders, producers and craftspeople. The festival will mostly be taking place toward the Pakefield end of the seafront, incorporating Kensington Gardens. The organisers of the event are currently putting together a more detailed programme; certain elements of which will be influenced by the time of day and health and safety aspects. A more detailed schedule should be available by September.

Advertising is very important and a Community Interest Company is being established.

Lowestoft Town Council have been offered a position on the Steering Group and will be represented by Cllrs Carlton and Taylor. The success of other events in the town was discussed and it was mentioned that a 'Bands of Hope and Glory' event takes place in Sparrows Nest annually; this year on 12 August. Cllr Coleby requested that Cllr Pitts provide further information on the event to ensure that the necessary permission had been sought

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and paperwork completed. It was explained that the First Light Festival has received funding from Waveney District and Suffolk County Councils, the Arts Council and the Big Lottery Fund. Cllr Graham noted that they could also submit a grant application to Lowestoft Town Council should they wish. It was queried whether the bowling greens at Kensington Gardens would be required for the festival. The organisers have been speaking with Waveney Norse and would like to put a structure on the green (with a floor to protect the green from damage), and are also considering night-time illuminated bowls.

The Clerk arrived 16:04

Cllr Coleby proposed Lowestoft Town Council provisionally diarising a reservation for the First Light Festival on 22 and 23 June 2019; seconded by Cllr Taylor; all in favour.

387. Public Forum

No matters were raised for discussion.

388. Any progress with plans and lease for the first floor of Hamilton House

The anticipated date for completion of the new office space is 1 August.

Genevieve Christie left the meeting 16:09

The Facilities and Contracts Manager left the room 16:09

The Finance and Governance Committee will be discussing financing and the lease at their meeting tomorrow.

389. The issue of soil and turf depositing at the North Denes

The Facilities and Contracts Manager returned 16:10

The Facilities and Contracts Manager (FCM) has raised this with Waveney Norse, who have advised that they have been levelling areas and planting seeds. However, it appears there has been more soil deposited since. It is not known who is responsible for this and where the soil has come and the security of the site may therefore need to be reviewed. Waveney Norse have been advised to seek permission from the FCM before any more soil is deposited, to advise where it is coming from and agree a location for it to be deposited. With regard to the separate issue of contractors depositing soil on the Phase 3 leased land, the lease is being reviewed this week for legal advice to be sought if necessary. Waveney District Council have advised there is possible soil contamination at the Phase 3 land. The Clerk and FCM are making further enquiries with them.

390. The requirement for litter bins at Arnold's Bequest and the Scores and to make a recommendation for the most appropriate type

Arnold's Bequest has not yet formally transferred to Lowestoft Town Council and the Scores are not Lowestoft Town Council's land; however recommendations can be made to site litter bins on areas not owned by Lowestoft Town Council, though it is understood this may incur an additional charge. It was agreed that litter bins could be looked at more generally by the Open Spaces Sub-Committee as part of their work towards the Open Spaces Assessment. It is understood that recycling bins in Kensington Gardens are possibly being treated as general waste. The Clerk will make enquiries with Waveney Norse.

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391. Asset records, protocols and strategies

391.1 The summary table for asset records, protocols and strategies – There have been no significant changes to this document since the last meeting.

391.2 Any new or revised asset records, protocols and strategies, including the following:

391.2i The suggested amendments to the North Denes Asset Records and a recommendation to Full Council for its adoption – The query was regarding Objective 5 of the North Denes Phase 3 Asset Record, which states that the best outcome for the people of Lowestoft should be ensured, should Objective 4 be unachievable. It was queried why this should be removed as the best outcome for the people of Lowestoft is what Lowestoft Town Council is striving to achieve.

Cllr Graham proposed a recommendation to Full Council that the North Denes Asset Records are adopted in their current form; seconded by Cllr Taylor; all in favour.

391.2ii The Community Halls Asset Record and a recommendation to Full Council for its adoption – Cllr Taylor proposed a recommendation to Full Council to adopt the Community Halls Asset Record; seconded by Cllr Graham; all in favour.

391.2iii The Marina Theatre Asset Record and a recommendation to Full Council for its adoption (confidential) – The original document was produced some time ago and requires amendments. The Clerk will review this and refer it back to this Committee. It was explained for the benefit of Cllr Pitts that a condition survey of the Marina Theatre had been completed and an estimate of the cost for the recommended remedial works had been requested.

392. Progress with events on Town Council land and consideration of the following:

392.1 The policy on bouncy castles and similar – Advice has been sought from Lowestoft Town Council's insurance provider. In their view, the option with the least risk attached is for a reputable operator with their own insurance cover to stay for the duration of the event to oversee the usage of the bouncy castle or similar equipment. However, in the majority of cases the operator is not present for the duration of the event and the responsibility therefore passes to the event organiser to ensure safety is overseen.

Cllr Graham proposed that the use of bouncy castles at events on Lowestoft Town Council owned land is prohibited until revised safety advice has been issued by the Government; seconded by Cllr Taylor; four Councillors voted in favour; one Councillor voted against.

392.2 Road closures and other responsibilities in relation to the World War 1 Maritime Parade – The organiser of the event as an individual cannot apply for road closures and has therefore sought assistance from Lowestoft Town Council. It is understood that this could incur a large cost and it was queried who would be responsible for covering the cost. It was agreed the Committee should first decide its position.

Cllr Graham proposed a recommendation to Full Council that Lowestoft Town Council becomes the responsible body for organising the road closures, but to make enquiries with the organisers of the event regarding the associated cost.

Cllr Patience proposed that Lowestoft Town Council does not get involved.

Cllr Graham's proposal was made first and was seconded by Cllr Taylor. There were two votes in favour and two votes against. Cllr Coleby used his casting vote as Chair in favour of Cllr Graham's proposal.

The Facilities and Contracts Manager left the room 16:48

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393. Any developments in relation to the threatened closure of Lowestoft Records Office

There were no updates to be reported.

The Facilities and Contracts Manager returned 16:48

394. Progress with community engagement

394.1 Progress with the survey – The Clerk distributed copies of the survey to Councillors at the meeting. Copies were handed out at the Lowestoft Summer Festival and completed surveys have been received into the office. It was queried whether the survey is available on the website. It had previously been agreed that this would be done to coincide with the survey being distributed with The Advertiser this week, although some members of the public have advised that they have already received a copy of the survey with The Advertiser last week. It was agreed that the survey would be uploaded to the website forthwith and displayed prominently.

394.2 Promotion leaflets and advertising – There were no updates to report.

394.3 Noticeboards, signs and plaques – Cllr Houghton will be photographing the existing noticeboards to present at a future meeting, to assist the Committee with deciding upon a specification. It was suggested the noticeboard on Pakefield Village Green could be a good example. A quote is required from Waveney Norse for the self-adhesive vinyl stickers to amend signage with Lowestoft Town Council's logo. Cllr Coleby has met with the Jack Rose Old Lowestoft Society regarding heritage plaques around the town. There is an illegible plaque in Belle Vue Park but there does not seem to be a record to confirm how it should read. Cllr Coleby will work on revising this plaque with the Jack Rose Old Lowestoft Society and present the result to a future Committee meeting, for a recommendation to be made to Full Council.

395. Asset transfer and compliance issues, in particular the following matters:

395.1 Compliance monitoring, maintenance and condition surveys – Certificates confirming the completion of periodic electrical testing at some of Lowestoft Town Council's sites have been received. This does not form part of the contract with Waveney Norse and the FCM has therefore obtained quotes to complete the testing at the remaining seven sites. The preferred quote was from Pearce and Kemp, who completed the testing of the other sites. The quote is £2,235 (+ VAT) to complete testing at the remaining sites.

Cllr Coleby proposed a recommendation to the Finance and Governance Committee that electrical testing is completed at the remaining sites by Pearce and Kemp, at a cost of £2,235 (+ VAT); seconded by Cllr Graham; all in favour.

An annual test of the lightning conductivity mechanism at the Town Hall is also required. The expected cost of this is £295.

Cllr Graham proposed a recommendation to the Finance and Governance Committee that the annual test of the lightning conductivity mechanism at the Town Hall is completed; seconded by Cllr Taylor; all in favour.

395.2 The sale of land on Walmer Road – There were no updates to report. The location of the land was explained for the benefit of Cllr Pitts.

395.3 The sale of land next to Uplands Community Centre – There were no updates to report.

395.4 Improvement works to play areas – A meeting is being held with Sentinel Leisure this week to discuss the play areas. The FCM has received a quote from Waveney Norse for the works at Normanston Park. The cost of installing a new fence would be £11,316.60, or to relocate

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the existing fence would be £3,558.31. Waveney Norse have advised there is £8,106 of Section 106 funding available to support this.

Cllr Coleby proposed a recommendation to Full Council to relocate the existing fence; using Section 106 funds; seconded by Cllr Taylor; all in favour.

The Clerk has recommended a visit to Wenhaston to see their state-of-the-art adult outdoor sports equipment. Oulton Village also have equipment and it was suggested that both could be visited on the same day.

Cllr Taylor proposed that Cllrs Carlton, Coleby and the Clerk visit Wenhaston and Oulton Village to view their adult outdoor sports equipment; seconded by Cllr Graham; all in favour.

395.5 Gunton Warren land transfer and environmental issues – Waveney District Council have agreed to take back ownership of the land. There will now be the legal process to follow.

395.6 Cotman Close land transfer – There were no updates to report. A proposal from Waveney District Council is required.

395.7 Normanston Allotments land transfer – The Council had previously agreed to accept transfer of the land delineated on the map in green but not the land delineated in blue. The ‘blue’ area is leased to Lowestoft and District Allotments Ltd and should be maintained by them. Waveney District Council have advised that a new lease would need to be created with them if Lowestoft Town Council does not accept the transfer of this land. It would also mean that Waveney District Council would be in possession of a piece of land which they would have no right of access to, as the access track and entirety of the rest of the land would be owned by Lowestoft Town Council. It was suggested that a site visit should be arranged. Cllrs Coleby, Graham and Patience expressed an interest in attending. The FCM will arrange the visit before the next meeting of the Assets, Inclusion and Development (AID) Committee meeting, so that a recommendation can be made to Full Council.

395.8 Leases, including the following:

395.8i Kirkley and Pakefield Community Sports and Social Club Ltd – There were no updates to report.

395.8ii The Lowestoft Movie Makers Club – There were no updates to report.

395.8iii Community Halls – There were no updates to report.

396. Updates and next steps for the following assets:

396.1 Allotments – The Asset Plan has been adopted. A meeting will be arranged once the office space at Hamilton House is complete.

396.2 East of England Park – Cllr Coleby attended the first meeting of the Steering Committee and has paperwork to circulate to Councillors in due course. The meeting covered the aims and scope of the project, governance, funding opportunities, timescales and an introduction to those involved with the project. A Landscape Architect Consultant is to be selected, followed by contractors to complete the work.

Cllr Patience left the meeting 17:22

Cllr Taylor will be involved in the meetings for the selection process of the contractors. An archaeological dig is to be arranged before anything else can proceed. An Activity and Marketing Manager for the project will be sought, whose key role will be community engagement and establishing a ‘Friends Of’ Group. It was originally anticipated that this position would be filled internally but it is now thought that this will be through an external company. A budget has been set for this position which is not transferrable.

Cllr Barnard arrived 17:26

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Cllr Taylor has attended a meeting to examine the tendering process. Waveney Norse had been listed as one of the stakeholders involved with the decision-making process but Cllr Taylor has clarified to them that Lowestoft Town Council are the landowners and Waveney Norse are not part of the stakeholder structure. It was suggested that a manual for future maintenance should be obtained from the Landscape Architect Consultant, such as to identify the location of possible gas and sewage pipes. It was queried whether the parking area near the drying racks should be incorporated into the plans for the park. It was suggested that Suffolk County Council Highways and the residents in the area should be consulted. With regard to potential future uses of the Phase 4 land, Tingdene would need to be consulted and the lease reviewed. Benches will be considered to incorporate with the rest of the area and consideration can also be given to the name of the park. East of England Park is the current working title.

- 396.3 The Lowestoft Collection – A visit was made to the Lowestoft Museum today as part of the annual walkabout. A discussion was held regarding storage of items not on display. There would be the potential to purchase items to enhance the collection at auction. The Trustees have advised they have access to funding and have been advised they could also approach Lowestoft Town Council with a grant application.
- 396.4 Marina Theatre – The theatre are very pleased that Lowestoft Town Council has secured the box office building for them with completion of the purchase.
- 396.5 North Denes – Waveney Norse have confirmed they have deposited the soil at the North Denes, as discussed earlier in the meeting. A monthly meeting with Waveney Norse has been arranged for this week.
- 396.6 Open Spaces and parks – Work has started on the Open Spaces Assessment. Options for bins and benches will be considered.
- 396.7 Heritage Action Zone, including Town Hall and consideration of the organisation of Heritage Open days (potentially extending to Drying Racks and heritage parks) – Cllr Taylor is attending a meeting this week to explore the possibility of a further grant for a feasibility study of the Town Hall. Cllr Taylor will be involved with Heritage Action Zone Panel interviews on 26 July. The Friends of Kensington Gardens Group have made enquiries about using the area for one of the Heritage Open Days. To achieve this it was agreed they would need to submit an event application form and ensure that they have the appropriate insurance cover in place. It was queried who would be overseeing any Heritage Open Day events at the Town Hall. Cllr Taylor is happy to do this and will liaise with the FCM regarding risk assessments and insurance. Suggestions for themes included the history of the Town Hall and an exhibition regarding female Mayors.
- 396.8 Triangle Market and consideration of the holding of pop-up business stalls at East Point Pavilion – The Asset Plan for the Triangle Market has been adopted. Waveney District Council have withdrawn their plans for pop-up business stalls at the East Point Pavilion.

The member of the public left the meeting 17:55

The Facilities and Contracts Manager left the room 17:55

Waveney Norse have advised there will be two Anglia in Bloom events – at Nicholas Everett Park and Kensington Gardens. One ticket will be offered to Lowestoft Town Council and one to Oulton Broad Parish Council. Waveney Norse will be advised that Lowestoft Town Council would like to accept the ticket. A request has been received from Peter Aldous MP to plant five saplings on Lowestoft Town Council land as part of the Queen's Commonwealth Canopy. The Committee was in agreement to this in principle but this will be discussed in more detail

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at the next meeting. A children's entertainer has sought permission to provide street entertainment on Lowestoft Town Council land. There is currently no policy in place for street entertainers and therefore the Committee was in agreement that an events application form should be completed and they would be required to ensure the appropriate insurance cover is in place.

Cllr Graham proposed to suspend the Standing Orders for fifteen minutes to allow the meeting to continue; seconded by Cllr Taylor; all in favour.

397. Date of the next meeting

Monday 6 August 2018 16:00

Cllr Graham proposed that the meeting be moved into confidential session; seconded by Cllr Taylor; all in favour.

398. Resolution to close the Meeting to the public:

398.1 The Marina Theatre Asset Record – This will be reviewed and updated as per discussions earlier in the meeting.

A meeting was held with Waveney District Council last week regarding payment of the Marina Theatre management fee. Waveney District Council have been invited to present a paper detailing their viewpoint to Full Council and a representative has been invited to present at a future meeting in confidential session. This was explained in more detail for the benefit of Cllr Pitts. He has received some information about Lowestoft Town Council and its assets and more information will be sent across in due course.

399. Items for the next Agenda and Close

There were no further matters raised for discussion at the next meeting.

The Chair closed the meeting at 18:16.

Signed:.....

6 August 2018